**Working with Word**

**About You—Margins (WP2A)**

Objective: Create a new document; set margins, correct spelling; save and close a document

Read through all directions before you begin!

1. Set left and right margins by selecting File, Page Setup, Margins. Change left and right margins to **2”**
2. **SS** the document with **DS** between paragraphs.
3. Use **word wrap**. As you type a paragraph, you do not have to hit enter at the end of each line. Just keep typing and the text will WORDWRAP based upon the margins you set.
4. **Key** the paragraphs below filling in the appropriate information in the blanks.
5. Right-click on flagged red words to **correct spelling**.
6. Proofread your document thoroughly for any errors the speller might have missed.
7. **Save** the document with the filename:  **About Me**

My name is \_\_\_\_ and I am \_\_\_\_ years old. I attend \_\_\_\_\_\_\_ school and am in the \_\_\_\_\_ grade.

My favorite class in school is \_\_\_\_\_ because \_\_\_\_\_\_. My least favorite class is \_\_\_\_\_\_ because \_\_\_\_\_\_.

Some of the things I like to do in my spare time are \_\_\_\_\_\_. Something unique about me is \_\_\_\_\_\_.

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**Letter Parts (WP2B)**

Objective: Open an existing document, select text, click and drag to move items, spell check.

Read through all directions before you begin!

NOTE: Double click selects one word and triple click selects an entire paragraph.

1. Open the document called **letter parts**.
2. Select paragraphs (triple click), then click and drag to move the letter parts in the order indicated by the numbers.
3. Spell check (5 errors).
4. Proofread and make necessary corrections.
5. Save as: **Letter Parts**

**Working with Word**

**Declaration (WP2C)**

Objective: Open an existing document, select text, cut and copy using clipboard feature, use center justification, bold and underline.

Read through all directions before you begin!

1. Open a document called **declaration**.
2. **Select** and **cut** the paragraphs **in the following order:**

a. Title i. July 4

b. Subtitle j. July 5

c. June 7 k. July 6

d. June 11 l. July 8

e. June 12-27 m. July 9

f. June 28 n. July 19

g. July 1-4 o. August 2

h. July 2

1. Use the **paste all** feature in the clipboard to paste the paragraphs in the correct order. (Click on the launcher (small arrow in the bottom right hand corner) of the Clipboard Group on the Home Tab of the Ribbon to open up the Clipboard Task Pane)
2. Select the title. Change the Font to: Arial Black, Size: 14
3. Use the Font Dialog box (Font group Launcher) to change the title so it is “All caps”
4. Select the subtitle. Change the Font to: Arial, Size: 13.
5. Underline all dates in the body. For example: July 4

NOTE: You can hold down on CONTROL as you select each date and then underline them all at one time.

1. Bold all occurrences of the word declaration in the body.
2. Make sure this document fits on one page. Make adjustments as needed to make it fit to one page.
3. Save as **Declaration**.

**Tabulated Chart (WP2D)**

Objective: Apply left, center, right, and decimal tabs.

Read through all directions before you begin!

1. Open a new document.
2. Set the following tabs using the ruler bar.
   1. Left Tab at 1”
   2. Center Tab at 2.5”
   3. Decimal Tab at 3.75”
   4. Right Tab at 5”
3. Key the data about the T-shirts using the tabs you just set. Be sure to tab for the first column too.
4. CTRL Enter for page break and continue the Dot Leader assignment on page 2.

T-Shirt Medium $4.95 #32

T-Shirt Large $10.9 #145

Sweatshirt Small $8.95 #4

Sweatshirt Medium $11.95 #21

Sweatshirt XL $15.95 #1123

**Dot Leaders (WP2E)**

Objective: Apply right and dot leader tab.

1. Continue on page 2.
2. Click **Format**, **Tabs** and clear all tabs
3. At the Tab Stop Position key in 6
4. In the alignment section click Right
5. In the leader section choose 2 (the dots); Click Set
6. Click OK
7. Key the following text replacing with the names indicated.
8. Save file as **Tabs**.
9. Attach all four documents to this assignment.

Your Name Chief Executive Officer

Your Friend’s Name President

Your Aunt’s Name Vice President

Your Favorite Teacher’s Name Vice President

Your Mom’s Name Vice President

Your Dad’s Name Vice President

A Pet Name Development Manager